

This Notice Expires 1 November 1964

STATINTL

SECURITY

7 November 1963

## FIRE EVACUATION SYSTEM

1. The Fire Evacuation System requires that each office occupying space in Agency buildings have selected in cooperation with the Safety Officer, Emergency Evacuation Officers to act as Room Wardens, Corridor Wardens, Exit Wardens, and Stairwell Wardens. In emergencies requiring buildings to be evacuated these individuals are responsible for directing employees to exit routes and ensuring that all classified material and equipment have been properly secured. Specific instructions for the fulfillment of their responsibilities in individual building locations are furnished by the Director of Security. Representatives of the Office of Security will be stationed at exits during emergencies to direct personnel to designated assembly areas. Corridor and Room Wardens are responsible for ensuring that each employee in their areas is acquainted with his proper exit route and assembly area.

2. There are two alarm systems in Agency buildings, one consisting of bells and the other of Klaxon horns. The Klaxon horn system is used to warn occupants of some condition provoked by enemy action and employee response is prescribed in [REDACTED] dated 21 May 1962. The bell system is used to warn occupants of a fire or other emergency in the building requiring them to evacuate as rapidly and as orderly as possible.

3. Alarm systems are never tested in the buildings during regular working hours, and they are not tested after hours without the occupants having been notified previously. Whenever the fire alarm system (bell) sounds each individual employee should respond immediately and with no questions asked, by evacuating the building.

4. Office Heads shall designate a sufficient number of Wardens and alternates to ensure that there is always someone

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on duty during working hours to assume the corridor, room, exit, and stairwell responsibilities. A definite order of succession among wardens and alternates should be established to prevent any possible confusion or failure to meet the warden obligations in any emergency situation. Employees, in the interest of their own self preservation and that of their colleagues, should acquaint themselves thoroughly with their evacuation plans, and respond instantaneously to any sounding of the alarms.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
for Support

DISTRIBUTION: ALL EMPLOYEES

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C-O-N-F-I-D-E-N-T-I-A-L

25X1A

SECURITY

21 May 1962

CHANGE IN THE CIVIL DEFENSE  
PUBLIC ALERT SIGNAL SYSTEM

1. A change in the Civil Defense Public Alert Signal System in the Washington Metropolitan Area has been announced by the Assistant Secretary of Defense for Civil Defense, the Governor of Virginia, the Governor of Maryland, and the Commissioners of the District of Columbia. The ALERT SIGNAL no longer signified automatic evacuation of the area, but the sound of the signal remains unchanged.

The ALERT SIGNAL, a steady 5-minute siren blast on signals outside, and a 5-minute series of horn blasts (18 seconds on and 18 seconds off) inside the buildings, NOW MEANS: "TURN ON YOUR RADIO. LISTEN FOR INSTRUCTIONS AND PREPARE TO TAKE COVER."

The TAKE COVER SIGNAL is a 3-minute rising and falling, wailing siren sound on signals outside, and a 3-minute series of short horn blasts (1 second on and 1 second off) inside the buildings. It means: "TAKE COVER IN THE BEST SHELTER AVAILABLE."

2. The ALERT SIGNAL will be sounded as the first signal if there is one hour or more warning time. The TAKE COVER SIGNAL will be sounded as the first signal if there is less than one hour warning time. If the ALERT SIGNAL has already been sounded, the TAKE COVER SIGNAL will be sounded when 30 minutes of warning time remain.

3. If the ALERT SIGNAL is sounded during duty hours, occupants of all Agency buildings shall secure their classified materials, in preparation for taking shelter, but remain in their work areas until otherwise instructed by main corridor or building emergency officers or other supervisory authority, or until the TAKE COVER SIGNAL is sounded on the signal system within the building. They shall then proceed to designated areas of shelter inside the building, or, in the case of buildings where areas of shelter have not yet been surveyed and marked, to inside hallways and other places as close to the center of the building as possible, in order to be shielded by walls to the greatest extent.

C-O-N-F-I-D-E-N-T-I-A-L

GROUP 1 EXCLUDED  
FROM AUTOMATIC  
DOWNGRADING AND  
DECLASSIFICATION